



EZ-GL

Installation and User's Guide

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Chapter 1: Getting Started

1.1- EZ-GL Overview

EZ-GL posts payroll transactions from Sage Abra Payroll directly into your accounting system's general ledger. EZ-GL creates a report and output file in any account format which includes, ACCPAC, MAS 90, Solomon, SBT, PeopleSoft, TURNS and more. In addition, you can design an output file for any other accounting system according to your specifications.

Key Features:

- Allocates split-month payrolls automatically or accrues future payroll and creates necessary reversing entry according to your accounting procedures
- Posts accrued benefit liabilities from Sage Abra to the GL
- Automatically archive and purge GL data Auto restore process
- Unique edit feature allows for easy modification of inaccurate GL entries
- Posts selected GL accounts as consolidated or detailed transactions
- Creates a check output file
- Payroll transactions are posted automatically in the correct format for your accounting system
- Produces comprehensive reports that show you all your general ledger postings and corrections
- Eliminates the need for time-consuming double data entry
- Integrates completely with Sage Abra Payroll

1.2- Using this Guide

This user guide gives you a detailed description of how to install and use EZ-GL in the following chapters:

Chapter 1: [‘Getting Started’](#)- gives a brief description of the product

Chapter 2: [‘Installation and Access’](#)- describes how to install EZ-GL

Chapter 3: [‘Product Registration’](#)- describes how to register EZ-GL with Employee Based Systems

Chapter 4: [‘Security Setup’](#)- describes how to configure the security for users to access EZ-GL

Chapter 5: [‘EZ-GL Setup’](#)- describes how to setup EZ-GL

Chapter 6: [‘Process’](#) – describes how to process the information and to view report

[FAQ's](#): contains a list of Frequently Asked Questions and Answers

[Glossary](#): contains a list of terms and their definitions

Chapter 2: Installation & Access

2.1- System Requirements

Before you install 'EZ-GL' in Sage Abra application, verify if your system has the following requirements:

1. **Sage Abra software version 7.X:** The EZ-GL application is installed inside Sage Abra and can be installed from any workstation that runs Abra or has Abra installed. This makes it simple for the end-user to install any of the '**EZ applications**' from '**Employee Based Systems**'

Note: No user must be inside Abra at the time of install.

2. **Installation Requirements for Workstation Configuration:**

- Microsoft® Windows 2000 or Windows XP Professional and Sage Abra HRMS
- Pentium processor 266MHz or higher
Recommended: 400MHz or higher
- RAM 128MB
Recommended: 256MB or higher
- 500MB of hard disk space
- SVGA color monitor
- 100Mbps network card for network installations (10Mbps minimum)
- Internet access using Internet Explorer Version 5.0 or higher

3. **Installation Requirements for Program and Database Server Configuration:**

- Windows 2000 Server, Windows Server 2003 or Novell NetWare 6.5 or higher
- Pentium or Pentium PRO processor 1.3 GHz or higher
Recommended: 2 GHz or higher
- RAM 256 MB
Recommended: 512MB or higher
- 4+ GB hard disk
Recommended: 8 GB hard disk
- 100Mbps network card, data hub and cabling
- CD-ROM drive plus 3.5" disk drive
- SVGA color monitor
- Streaming tape or other backup device
- Uninterruptible Power Supply (UPS)

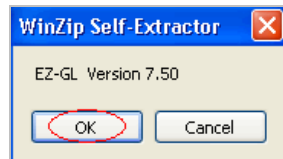
4. Compatible Networks:

- Novell Network 6.5 or higher
- Microsoft Networks
- Microsoft Windows Terminal Server

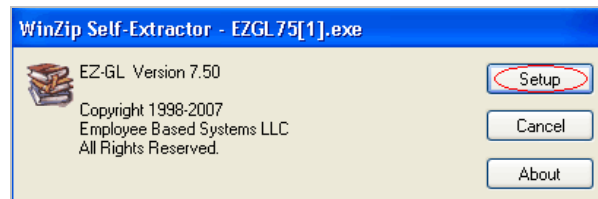
Note: The above configuration recommendations are guidelines. Actual memory and Hard drive requirements may vary based on the number of simultaneously running applications, simultaneous network users and amount of data being processed. You must periodically monitor and optimize Sage Abra workstation, server and network resource utilization using operating system utilities.

2.2- Install EZ-GL

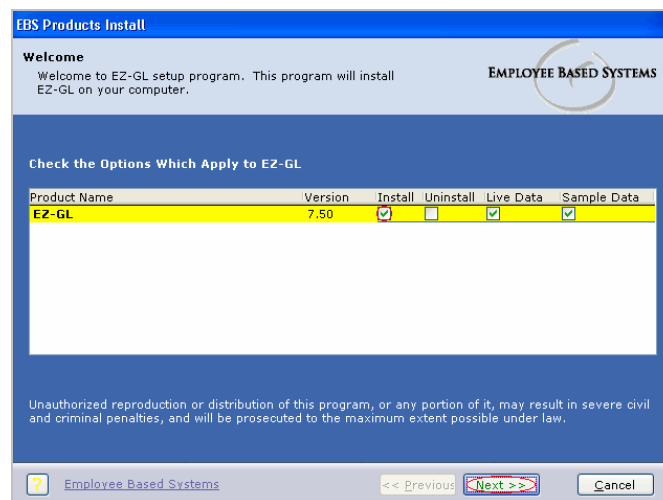
1. Double click '**Installation Executable**' provided either through the download page from <http://www.getebs.com/> website or from your CD
2. EZ-GL installation wizard pops-up, click '**OK**'



3. Click '**Setup**'



4. '**EBS Products Install**' screen appears



Information displayed in this screen:

Field Label	Field Descriptions
Install/Update	<p>If 'EZ-GL' is a new install, this option will read 'Install'.</p> <p>If 'EZ-GL' is already installed, the label displays as 'Update'</p> <p>Select this option to Install/Update EZ-GL.</p>
Live Data	Select this option to work with Live or Real Time Data.
Sample	Select this option to work with Sample data.
Uninstall	Select 'Uninstall' , if the product is already installed and you wish to remove it from your system.

- Click **'Next'**
- 'EBS License Agreement'** screen appears

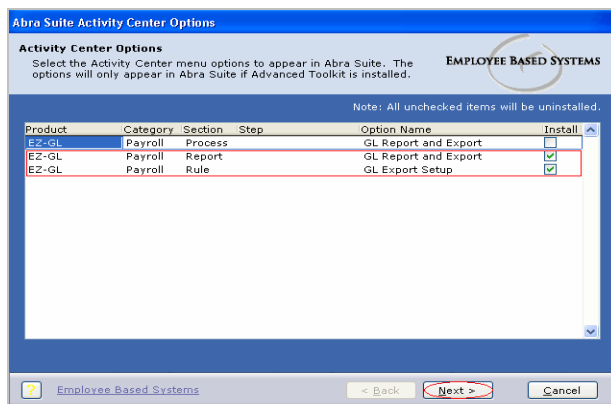


- Select the checkbox to accept the **'License Agreement'** and click **'Next'**

Note: To read the Software License Agreement in detail, refer the **'Software License'** page of the EZ-GL User Manual.

- With Sage Abra 'Advanced Toolkit' feature, the **'Activity Center Options'** screen appears

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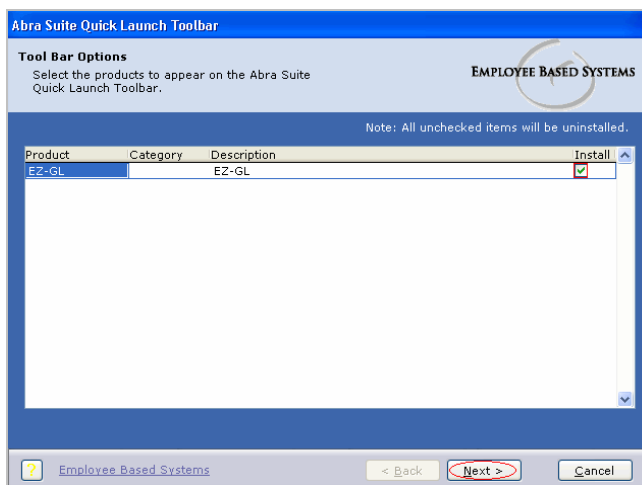
Information displayed in this screen:

Field Label	Field Descriptions
Product	Product Name - 'EZ-GL'
Category	Indicates under which Abra product the task is installed, once it is inside Sage Abra.
Section	Indicates what type of activity the task is.
Step	Shows how the step name appears in Sage Abra task menu (if applicable).
Option Name	Shows how the task name ('EZ-GL') appears in Sage Abra 'Activity Center'.

9. Select '**Install**' and click '**Next**'

Note: This screen appears if you have the '**Advanced Toolkit**' installed. If you do not have the Advanced Toolkit installed, you can still access EZ-GL under **EBS** Programs Quick Launch option. For more information on the Advanced Toolkit, please contact your Abra reseller.

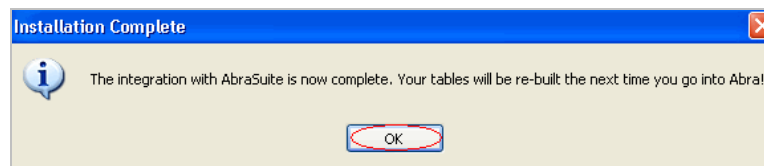
10. '**Quick Launch Toolbar**' screen appears



11. Select '**Install**' check box and click '**Next**'

Note: This step creates a shortcut for '**EZ-GL**' inside Sage Abra under a selection button called '**EBS**'

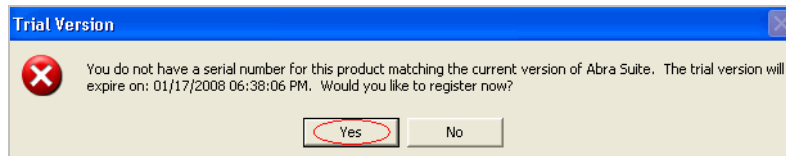
12. '**Installation Complete**' dialog box appears. Click '**OK**'



Chapter 3: Product Registration

3.1- Register EZ-GL

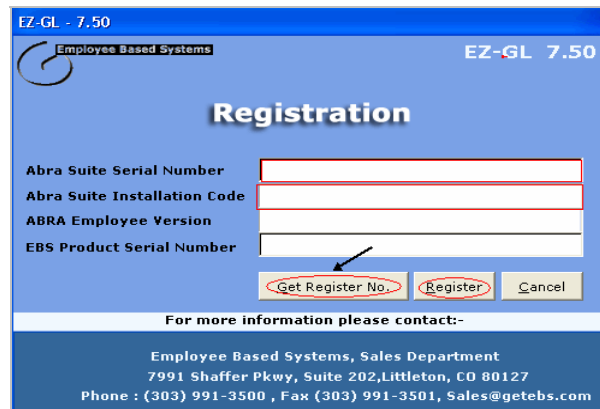
Once EZ-GL is installed in your system, you are automatically given a **30** day full evaluation program period for your software. During this period, whenever you use EZ-GL the following message is displayed, asking whether you would like to register or not for the product at that time.



1. Click '**Yes**' to Register your software or Click '**No**' to use the Trial Version

Note: EZ-GL will no longer function after the trial period expires. Please contact '**EBS**' or your reseller to receive your registration key.

2. Click '**Yes**'. The '**Registration**' screen appears



3. Enter '**Abra Serial Number**' and '**Installation Code**'

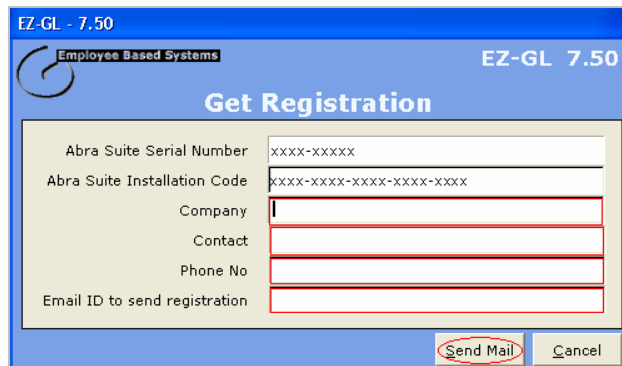
Note: To view Abra Serial Number and Installation Code, go to **Help>>About Abra >>Installed Products**.

4. Enter appropriate '**EBS Product Serial Number**' and click '**Register**'

Note: To get the product serial number for the EZ-GL application, you may either contact your reseller or '**EBS**' at 303-991-3500.

5. Click '**Get Register No**' to send an e-mail to EBS and get your product serial number
6. '**Get Registration**' screen appears

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The screenshot shows the 'Get Registration' window in EZ-GL 7.50. The window has a blue header with 'EZ-GL - 7.50' on the left and 'EZ-GL 7.50' on the right. Below the header is a blue bar with the 'Employee Based Systems' logo and the title 'Get Registration'. The main area is a form with the following fields: 'Abra Suite Serial Number' (placeholder: xxxx-xxxxx), 'Abra Suite Installation Code' (placeholder: xxxx-xxxx-xxxx-xxxx-xxxx), 'Company' (empty), 'Contact' (empty), 'Phone No' (empty), and 'Email ID to send registration' (empty). At the bottom right are two buttons: 'Send Mail' (circled in red) and 'Cancel'.

7. Enter your '**Company**', '**Contact**', '**Phone No**' and '**Email ID**' in the appropriate fields
8. Click '**Send Mail**'. EBS representative will get back to you with a serial number
9. Once you receive your product serial number, Enter '**EBS**' product serial number in the '**Registration**' screen



The screenshot shows the 'Registration' window in EZ-GL 7.50. The window has a blue header with 'EZ-GL - 7.50' on the left and 'EZ-GL 7.50' on the right. Below the header is a blue bar with the 'Employee Based Systems' logo and the title 'Registration'. The main area is a form with the following fields: 'Abra Suite Serial Number' (placeholder: xxxx-xxxxx), 'Abra Suite Installation Code' (placeholder: xxxx-xxxx-xxxx-xxxx-xxxx), 'ABRA Employee Version' (placeholder: 2000), and 'EBS Product Serial Number' (placeholder: 0000-00000-000-000-0000). At the bottom are three buttons: 'Get Register No.', 'Register' (circled in red), and 'Cancel'. Below the buttons is a section titled 'For more information please contact:-' with the following text: 'Employee Based Systems, Sales Department', '7991 Shaffer Pkwy, Suite 202, Littleton, CO 80127', and 'Phone : (303) 991-3500 , Fax (303) 991-3501, Sales@getebs.com'.

10. Click '**Register**' to register your software

Chapter 4: Security Setup

Once EZ-GL is installed, all tasks are automatically added to the '**Master**' User Group in Abra Group Security. If a user is assigned to a group different from '**Master Group**', you must then assign access to EZ-GL for that group to show up as an option for the user.

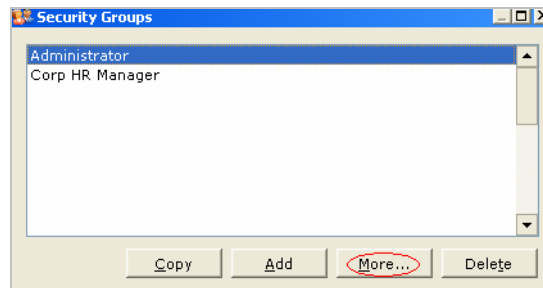
The Security feature of EZ-GL is based on '**Sage Abra Group Security**' feature.

Note: Security setup for EZ-GL depends on whether Sage Abra has '**Advanced Toolkit**' installed or not.

4.1- Security Setup with Advanced Toolkit

Steps:

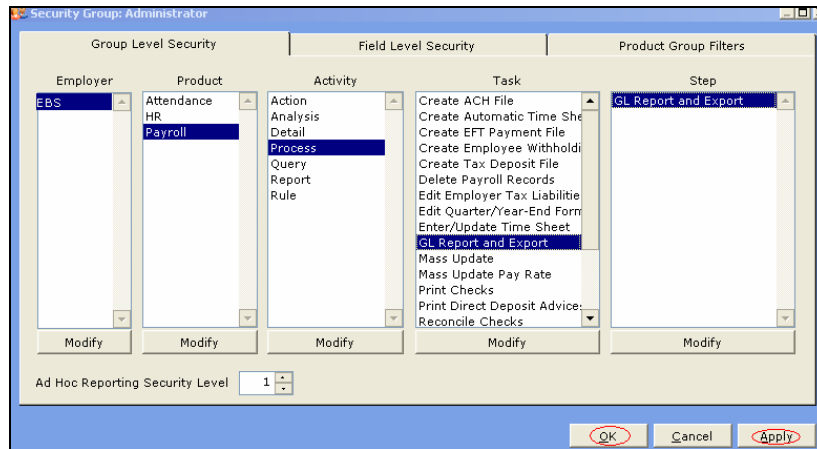
1. In '**Sage Abra**' program Activity Center screen go to **System > Rules > Group Security**
2. The '**Security Groups**' screen appears with a list of security groups that are already defined



3. Select a group and click '**More**' to install '**EZ-GL**' option for this predefined security group

Note: To add additional security groups, click '**Add**' and follow the steps as explained in the Sage Abra Training Manual.

4. In the following screen, you must define security access for EZ-GL with '**Advanced Toolkit**'



5. Select relevant information in this screen

Employer	Product	Activity	Task	Step
Appropriate company (example 'EBS')	'Payroll' option	'Process' option	'GL Report and Export' option	'GL Report and Export' option

6. Click '**Apply**' and then '**OK**' to finish the task

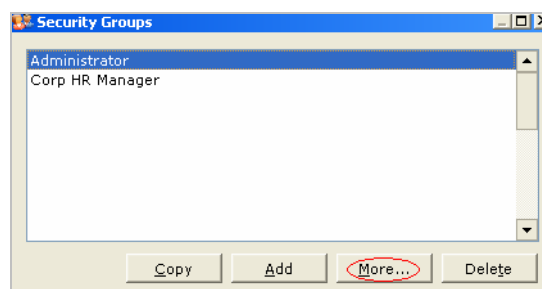
The user who belongs to selected 'Security Group' can access EZ-GL with Advanced Toolkit under **Payroll > Process > GL Report and Export**

Note: Repeat the above steps for each location where the EZ-GL needs to be installed i.e. **Payroll > Reports > GL Report and Export**, **Payroll > Rule > GL Export Setup** and **Payroll > Reports > Standard Payroll Reports**

4.2- Security Setup without Advanced Toolkit

Steps:

1. In '**Sage Abra**' program Activity Center screen go to **System > Rules > Group Security**
2. The '**Security Groups**' screen appears with a list of security groups that are already defined



3. Click '**More**' to install 'EZ-GL' option for predefined security groups

Note: To add additional security groups, click **'Add'** and follow the steps as explained in the Sage Abra Training Manual.

4. In the following screen, you will define security access for EZ-GL without **'Advanced Toolkit'**

Security Group: Administrator

Group Level Security | Field Level Security | Product Group Filters

Employer: EBS | Product: Payroll | Activity: Report | Task: Standard Payroll Reports | Step: General Ledger Dist File

Ad Hoc Reporting Security Level: 1

OK Cancel Apply

5. Select relevant information in this screen

Employer	Product	Activity	Task	Step
Appropriate company (example 'EBS')	'Payroll' option	'Report' option	'Standard Payroll Reports' option	'General Ledger Dist File' option

6. Click **'Apply'** and then **'OK'** to finish the task

The user who belongs to the selected 'Security Group' can access EZ-GL without Advanced Toolkit under **Payroll > Reports > Standard Payroll Reports**

7. In the following screen, you will define 'Quick Launch' option for 'EZ-GL'

Note: 'N/A' is selected for Quick Launch option.

Security Group: Administrator

Group Level Security | Field Level Security | Product Group Filters

Employer: N/A | Product: System | Activity: Quick Launch | Task: EZ-GL | Step: EZ-GL

Ad Hoc Reporting Security Level: 1

OK Cancel Apply

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8. Select relevant information in this screen

Employer	Product	Activity	Task	Step
'N/A' option	'System' option	'Quick Launch' option	'EBS' option	'EZ-GL' option

9. Click '**Apply**' and then '**OK**' to finish the task


The user who belongs to the selected 'Security Group' can access EZ-GL under '**EBS**' programs quick launch tool bar.

Chapter 5: EZ-GL Setup

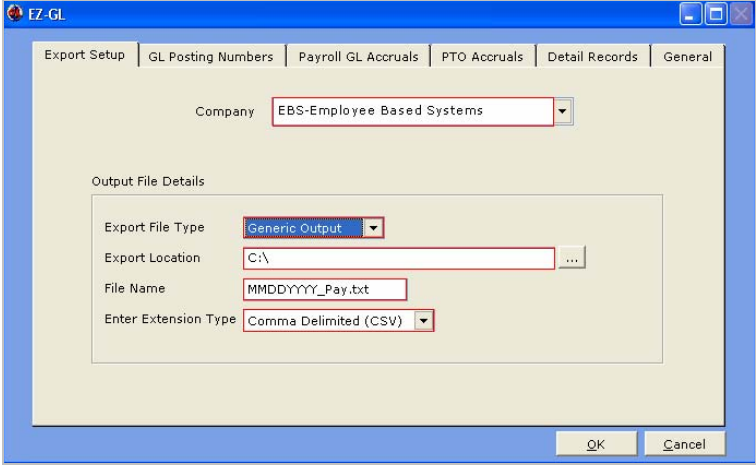
Before you process your data, you need to set up EZ-GL to process and export your information.

Steps for EZ-GL Setup:

1. In 'Sage Abra' program, go to **Payroll > Rules > GL Export Setup**

Note: If you do not have Advanced Toolkit installed in Sage Abra, you can then open 'EZ-GL' program by clicking on  selection button and selecting 'EZ-GL'. EZ-GL screen appears, click **Setup** button to continue.


2. The 'EZ-GL' setup screen appears. By default, The 'Export Setup' tab is selected



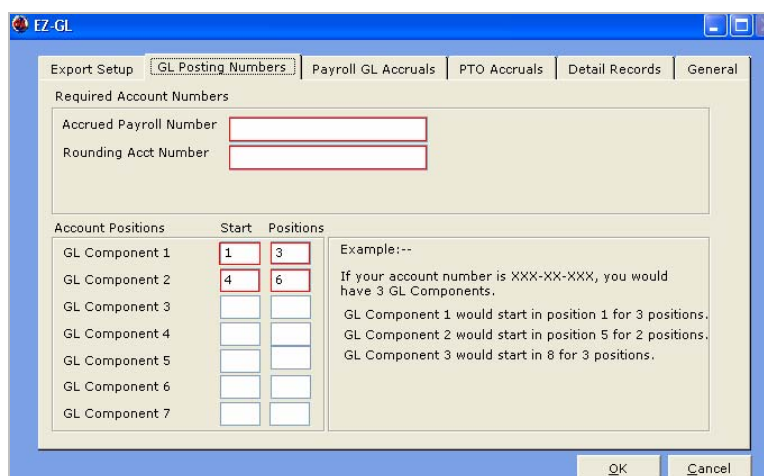
Information displayed in this screen:

Field Label	Field Descriptions
Company	Select appropriate company from the dropdown list for which you wish to export data. For Example: Employee Based Systems-EBS
Output File Details	
Export File Type	Select appropriate 'Export File Type' in accordance with your current accounting system software. When you export GL details during Process , the export format of the file depends on the option selected in this field. Note: EZ-GL supports a wide variety of accounting systems. In case your format is not listed; EBS can create a custom format for your company. Contact EBS at (303)991-3500
Export Location	This is usually the location where the report can easily be accessed to import into your accounting software or GL System. Enter the destination where you want the GL Report to be exported.

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Browse 	This button allows you to select a destination, where you want the GL Report to be exported.
File Name	<p>Enter appropriate Name for the file.</p> <p>Note: For People Soft user's this field is inactive as they require the file to be labeled in a specific manner (MMDDYYYY_Pay.txt). EZ-GL will automatically fill in the appropriate information.</p> <p>SBT user's need to enter appropriate Company Code and Sys Data File Location.</p>
Enter Extension Type	<p>Select appropriate file extension from the dropdown list.</p> <p>Note: This option is available only for specific Export File Type.</p>

- Click 'GL Posting Numbers' tab. You need to setup this tab, if you are allocating funds



Example:--
If your account number is XXX-XX-XXX, you would have 3 GL Components.
GL Component 1 would start in position 1 for 3 positions.
GL Component 2 would start in position 5 for 2 positions.
GL Component 3 would start in 8 for 3 positions.

Information displayed in this screen:

Field Label	Field Descriptions
Accrued Payroll Number	Enter the account number where you wish to receive all the accrued payroll data.
Rounding Acct Number	<p>EZ-GL rounds down to two decimal places while separating funds by percent value, often small percentage is either left over or needed to make all things equal.</p> <p>Enter the account number, to which the extra percentage either left over or needed from rounding of allocated fund will be posted.</p> <p>Note: EBS recommends you to enter the account with the largest dollar value, usually your daily operating account. This way the small amount will be almost negligible.</p>

Account Positions

Start and Positions

Enter Start and Positions, for export file to display GL number at specified position.

For Example: If you enter **Start** as '1' and **Positions** as '3' for GL component 1, then the GL account number (123-45-67) is displayed as 123 for GL Component 1.

Note: Similarly, enter 'Start' and 'Positions' for various GL Components. This is basically to split your GL account number into various components in export file.

- Click '**Payroll GL Accruals**' tab. You need to setup this tab, if you are allocating funds

Company	Account Number	Description	Split
***	1260	Employee Advances	<input checked="" type="checkbox"/>
***	1460	Prepaid Workers Comp	<input checked="" type="checkbox"/>
***	2305	Accrued Payroll	<input checked="" type="checkbox"/>
***	2310	Accrued Bonuses	<input checked="" type="checkbox"/>
***	2315	Accrued PTO	<input checked="" type="checkbox"/>
***	2320	401k-Employee	<input checked="" type="checkbox"/>
***	2321	401k-Employee Loan Pyrmts	<input checked="" type="checkbox"/>
***	2322	401k-Employer	<input checked="" type="checkbox"/>

Information displayed in this screen:

Field Label	Field Descriptions
Activate Allocations by Month	<p>Select 'Yes' to activate allocations by month feature.</p> <p>Note: Select 'No' to avoid allocation by month feature.</p>
Type of Allocation	<p>Select appropriate option.</p> <ul style="list-style-type: none"> Allocation based on Actual Dollars: This option allocates funds to the previous month. Select this option and enter the correct percentage to be allocated to the previous month in GL Report Options screen. The remaining percentage will automatically be applied to the current month. Future allocation based on Percent: This option estimates the value for the next month. This feature places all the data to the last day of the current month and then does a reversing entry on the first day of the next month. Enter the percentage to allocate for future period in GL Report Options screen.

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Checkbox

Select the check box for the account that you wish to split.

Note: By default, all the accounts are selected except the cash account, which cannot be allocated.

5. Click '**PTO Accruals**' tab; It displays three tabs. By default **Vacation Accruals** tab is active. You are required to setup this tab if your are allocating funds

Information displayed in this screen:

Field Label	Field Descriptions
Activate PTO Accruals	Select this check box to activate PTO Accrual feature.
Activate Vacation	Select this check box to activate accrual features for vacation.
Vacation Earning Code	Select appropriate Earning Code from the dropdown list for particular accrual type.
Accrued Vacation Payable	This is the Account where you want to accrue the balance. Enter appropriate Account Number.
Override check box	Select the checkbox for desired GL component, if you wish to send this information to different account number other than the primary account for that level.
G/L Equivalent Override	Enter the account number, where you wish to get the selected G/L Component details.

6. Select **Illness Accruals** tab

Information displayed in this screen:

Field Label	Field Descriptions
Activate PTO Accruals	Select this check box to activate the feature.
Activate Illness	Select this check box to activate accrual features for illness.
Illness Earning Code	Select appropriate Earning Code from the dropdown list for particular accrual type.
Accrued Illness Payable	This is the Account where you want to accrue the balance. Enter appropriate Account Number.
Override check box	Select the checkbox for desired GL component, if you wish to send this information to different account number other than the primary account.
G/L Equivalent Override	Enter the account number, where you wish to get the selected G/L Component details.

7. Select **Personal Accruals** tab

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Information displayed in this screen:

Field Label	Field Descriptions
Activate PTO Accruals	Select this check box to activate the feature.
Activate Personal	Select this check box to activate accrual features for personal.
Personal Earning Code	Select appropriate Earning Code from the dropdown list for particular accrual type.
Accrued Personal Payable	This is the Account where you want to accrue the balance. Enter appropriate Account Number.
Override check box	Select the checkbox for desired GL component, if you wish to send this information to different account number other than the primary account.
G/L Equivalent Override	Enter the account number, where you wish to get the selected G/L Component details.

- Click '**Detail Records**' tab

Information displayed in this screen:

Field Label	Field Descriptions
Create Check Output File	Select this check box to create the check output file and enter default destination file name.
Include Direct Deposit	Select this check box, if you want to include direct deposits.
Post Detail GL Records	Select this check box to get the details of various accounts.
Detail check box	Select Account numbers for which you wish to get the details.

9. Click '**General**' tab

The 'Last Start Date' and 'Last End Date' should be blank. You can enter these fields in accordance with the selected pay period, when you actually run the report.

10. Click '**Purge Archive Data**', Purge/Archive Data screen appears. Purge/Archive Data function allows you to store your old data in a special database in your system for a specified amount of time

Information displayed under this screen

Field Label	Field Descriptions
Archive Data	Select the check box to activate the archive data function.
Archive Data Text Box	Enter the number of months you want your data to be retained in the system before it is sent to archive database. Note: Data must be at least 3 months old, before it can be sent to archive database.
Purge Data	Select the check box to activate the purge data function.
Purge Data Text Box	Enter the number of months you want your data to be retained in the system before it is purged from the system. Note: Data must be at least 12 months old, before it is purged from the system.
Recall	Click this button to recall the data that is stored in the Archive Database.
Cancel	Click this button to exit Purge/Archive data screen.
Ok	Click this button to save the entered information.

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11. Once you enter appropriate information for all tab of EZ-GL setup screen, Click '**OK**'
12. The information entered is saved. You can now [Process](#) the information and view the report.

Chapter 6: Process

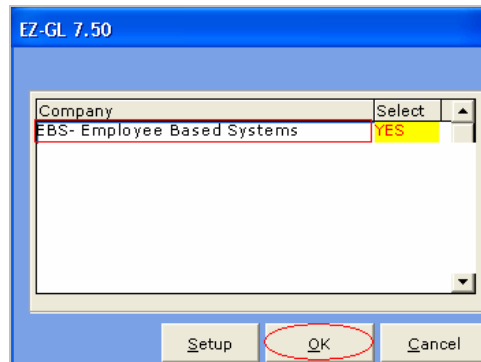
EZ-GL is simple to process, once you have setup your clock import file and all your processing information.

Steps to process:

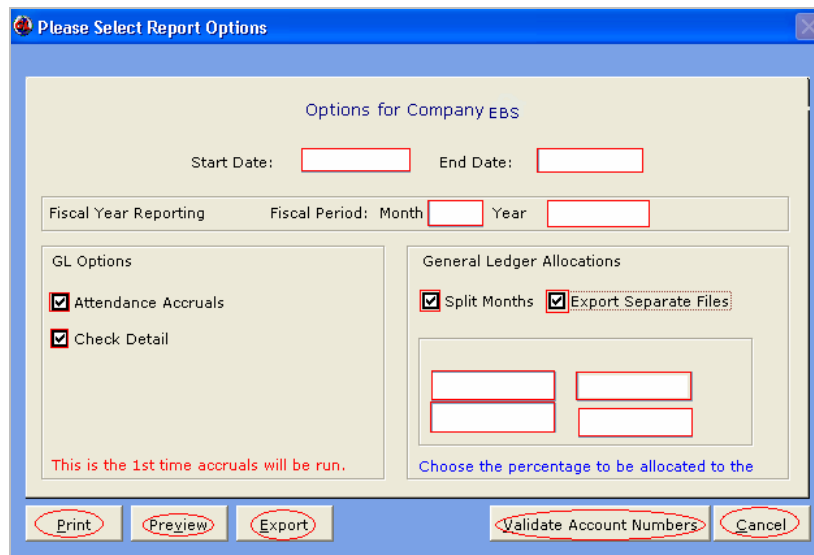
1. In 'Sage Abra' program, click on **EBS** selection button and select 'EZ-GL'

Note: If you have Advanced Toolkit installed in Sage Abra, you can then open 'EZ-GL' program in **Payroll > Processes > GL Report and Export** or **Payroll > Reports > GL Report and Export**

2. The following screen is displayed



3. Select a Company and click 'OK', to open the GL **Report Options** screen

The image shows a software window titled 'Please Select Report Options'. The main heading is 'Options for Company EBS'. It contains several input fields and checkboxes. At the top, there are 'Start Date:' and 'End Date:' fields. Below that is a 'Fiscal Year Reporting' section with 'Fiscal Period: Month' and 'Year' fields. There are two main sections: 'GL Options' and 'General Ledger Allocations'. 'GL Options' has checkboxes for 'Attendance Accruals' and 'Check Detail', both of which are checked. Below this is a red text message: 'This is the 1st time accruals will be run.' 'General Ledger Allocations' has checkboxes for 'Split Months' and 'Export Separate Files', both of which are checked. Below these are four empty input fields arranged in a 2x2 grid. At the bottom of the window, there are six buttons: 'Print', 'Preview', 'Export', 'Validate Account Numbers', and 'Cancel'. The 'Print', 'Preview', 'Export', 'Validate Account Numbers', and 'Cancel' buttons are circled in red.

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Information displayed in this screen:

Field Label	Field Descriptions
Start Date	Enter the start date, i.e. the date from which you want to view the report. Note: You can also select the date by right clicking on the Start Date textbox and selecting date from the calendar.
End Date	Enter the end date, i.e. the date till which you want to view the report. Note: You can also select the date by right clicking on the End Date textbox and selecting date from the calendar.
Fiscal Year Reporting	
Month and Year	Enter appropriate Month and Year. Note: Enter this information, if you want to apply the financial information to a different fiscal period than the one that corresponds to the entered start and end dates.
GL Options	
Attendance Accruals	Select this option, for EZ-GL to post all attendance liabilities to the general ledger.
Check Detail	Select this check box to get the check details.
General Ledger Allocations	
Split Months	Select this checkbox to activate split months feature. Allocate by Actual Dollars: If you are allocating funds to previous month, enter the desired date and percentage to be applied to the previous month in the first row fields respectively. EZ-GL will automatically apply the remaining percentage to the current month. Future Allocations Based on Percent: If you are doing future allocations, enter appropriate date and the percentage to allocate to the future period in second row fields respectively. EZ-GL automatically applies 100% to the current period.
Export Separate Files	Select this check box to export files separately based on split months.
Print	Click this button to print a hard copy of the report.
Preview	Click this button to review the report before you send as a file.
Cancel	Click this button to exit Report Options screen.

4. Click '**Validate Account Numbers**' , Account Number Validation screen appears

Account Number	Code
111000000	Cash in Bank-Payroll
126000000	Employee Advances
231500000	Accrued PTO
232000000	401k-Employee
232100000	401k-Employee Loan Pymts
232200000	401k-Employer
232500000	Federal WH Payable
233000000	FICA/Medicare Payable
233200000	FICA SS Match ER
233500000	FICA Med WH EE
233700000	FICA Med Match ER
234000000	FUTA Payable
234500000	SUTA Payable
235000000	S/T Disability
235500000	Voluntary Life

5. Click '+', to validate that particular account number details

Enter New Account Number

GL Main: 1110 -Cash in B
 Department:
 Location: 000 -Corporate

Change	Account Number	Debit	Credit	Empno
<input checked="" type="checkbox"/>	111000000	0.00000	2300.00000	501085
<input checked="" type="checkbox"/>	111000000	0.00000	775.97000	501083
<input checked="" type="checkbox"/>	111000000	0.00000	550.62000	501096
<input checked="" type="checkbox"/>	111000000	0.00000	881.28000	501090
<input checked="" type="checkbox"/>	111000000	0.00000	1177.06000	501000
<input checked="" type="checkbox"/>	111000000	0.00000	2354.16000	501001
<input checked="" type="checkbox"/>	111000000	0.00000	1279.54000	501005
<input checked="" type="checkbox"/>	111000000	0.00000	3429.30000	501006
<input checked="" type="checkbox"/>	111000000	0.00000	5488.56000	501007
<input checked="" type="checkbox"/>	111000000	0.00000	123.19000	501007
<input checked="" type="checkbox"/>	111000000	0.00000	1127.31000	501009
<input checked="" type="checkbox"/>	111000000	0.00000	983.69000	501010
<input checked="" type="checkbox"/>	111000000	0.00000	1173.12000	501014
<input checked="" type="checkbox"/>	111000000	0.00000	3857.72000	501016
<input checked="" type="checkbox"/>	111000000	0.00000	1096.37000	501020
<input checked="" type="checkbox"/>	111000000	0.00000	2796.36000	501025

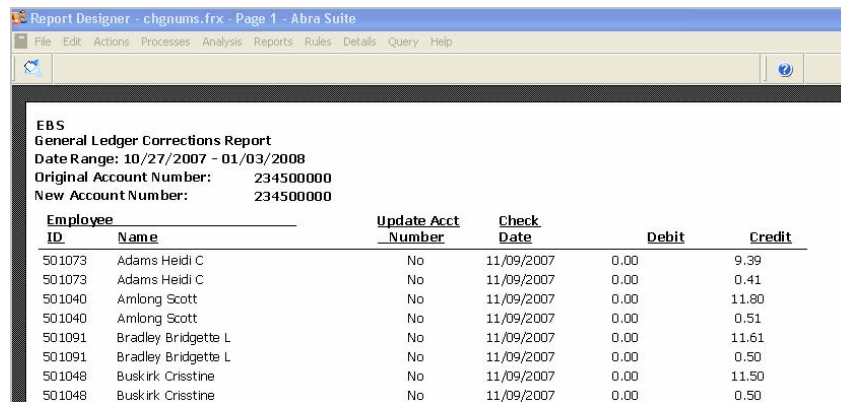
Following is the information displayed in the screen:

Field Label	Field Descriptions
GL Main	Displays a list of account number and its code. Select appropriate GL Main account from the drop down list.
Department	Displays a list Departments. Select appropriate Department from the drop down list.
Location	Displays a list of Locations. Select appropriate Location from the drop down list.
Change	Select the check box under 'Change' column header, for the accounts that you wish to edit.

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Account Number	Displays Account Number
Debit	Displays Debit Amount
Credit	Displays Credit Amount
Empno	Displays Employee Number
Select All	Click this button to select all the account numbers at once to edit.
Ok	Click this button to save the changes made and then view report. Note: Once you close the report window, you will be asked if you are sure that you want to update the GL Numbers. Click Ok , to proceed.
Cancel	Click this button to exit the validation screen.

6. Click '**Report**', the following screen displays the report with Debit and Credit details



Report Designer - chgnums.frx - Page 1 - Abra Suite

File Edit Actions Processes Analysis Reports Rules Details Query Help

EBS
General Ledger Corrections Report
Date Range: 10/27/2007 - 01/03/2008
Original Account Number: 234500000
New Account Number: 234500000

Employee ID	Name	Update Acct Number	Check Date	Debit	Credit
501073	Adams Heidi C	No	11/09/2007	0.00	9.39
501073	Adams Heidi C	No	11/09/2007	0.00	0.41
501040	Amlong Scott	No	11/09/2007	0.00	11.80
501040	Amlong Scott	No	11/09/2007	0.00	0.51
501091	Bradley Bridgette L	No	11/09/2007	0.00	11.61
501091	Bradley Bridgette L	No	11/09/2007	0.00	0.50
501048	Buskirk Cristine	No	11/09/2007	0.00	11.50
501048	Buskirk Cristine	No	11/09/2007	0.00	0.50

Note: You can even view the report without validating the account numbers.

7. Click '**Export**' in Report Options screen, to export the file having GL details. The type of exported file depends on the 'Export File Type' chosen in EZ-GL Setup screen

Below is a sample **Generic Export** Output file:

Sample Generic Export General Ledger Output File

EBS, Employee Based Systems,1110-00-000-00,12/31/2006,Operating Account,0.00,290722.03,111,0-00-0,501001,Abraham Christopher, Chk Date : 12/31/2006

EBS, Employee Based Systems,1130-00-000-00,12/31/2006,Payroll Account,0.00,13221.97,113,0-00-0,581881,Suzan Lobo, Chk Date : 12/31/2006

EBS, Employee Based Systems,2300-00-000-00,12/31/2006,Commissions Payable,17390.67,0.00,230,0-00-0,561662,Karen Rego, Chk Date : 12/31/2006

The above sample file contains GL details exported in CSV (Comma Delimited) format.

Note: The details displayed here can be viewed in CSV, SDF, XLS, DBF and Tab Delimited formats.

The following table details each of the above sequence lines

FIELD NAME	SAMPLE RESULT/DESCRIPTION
Detail Record: EBS, Employee Based Systems,1110-00-000-00,12/31/2006,Operating Account,0.00,290722.03,111,0-00-0,501001,Abraham Christopher, Chk Date : 12/31/2006	
Company Code	EBS
Company Name	Employee Based Systems
GL Number	1110-00-000-00
Transaction Date	12/31/2006
Account Description	Operating Account
Debit	0.00
Credit	290722.03
GL Component 1	111 Note: The GL Component 1 is displayed based on account positions specified under GL Position Number tab during EZ-GL Setup. For Example: If you enter Start as 1 and Position as 3 for GL Component 1, then GL Number (1110-00-000-00) is split to display GL Component 1 as '111'. Refer Setup for more details.
GL Component 2	0-00-0 Note: The GL Component 2 is displayed based on account positions specified under GL Position Number tab during EZ-GL Setup. For Example: If you enter Start as 4 and Position as 6 for GL Component 2, then GL Number (1110-00-000-00) is split to display GL Component 2 as '0-00-0'. Refer Setup for more details.
Employee ID	501001
Employee Name	Abraham Christopher
Check Date	Chk Date : 12/31/2006

FAQ's

1. Is the interface installed on the server or just on the client computers?

EZ-GL is installed inside Sage Abra and can be installed from any workstation that runs Abra or has Abra installed. This was designed to make it simple for the end user to install our applications. Only requirement is that no users can be inside Abra at the time of the install. Please refer to [Installation and Access -To install EZ-GL](#) for install instructions.

2. Why use Allocations?

There are two basic methods used in accounting: Accrual-Based Accounting and Cash-Based Accounting. The Allocation feature is used for the Accrual method.

Cash-Based Accounting: A company that uses the cash-based method of accounting records revenue when it is received. That means when you sell goods or services, you record the revenue once you receive the customer's payment. Likewise, all expenses are recognized when they are paid.

Accrual-Based Accounting: Companies that use the accrual-based method of accounting record revenue at the time a sale is made, regardless of when the customer actually pays for the goods and services. Expenses are recorded when they are incurred, not when they are paid. The accrual-based method lets businesses match revenues with expenses for the accounting cycle. The Allocations feature in EZ-GL allows you to do this before the data is exported to GL.

Allocations:

Pay period do not always start and end in the same month. If you are using the accrual-based method, you will want to allocate part of the expense to the previous month and the remainder to the current month.

For Example: Say a pay period begins on 8/24 and ends on 9/7. The entire expense was incurred in neither month. Part of it was in August and part of it was in September. The allocations feature allows you to record part of expense to the previous month and the remainder to the current month.

3. Why use PTO Accruals?

When using accrual-based accounting, businesses will often want to accrue the expense incurred for vacation, illness and/or personal time earned by the employee at the time when it is earned and not necessarily when it is used.

Glossary

A

Accounts Payable - Debts currently owed by a person or a company, typically to the company's suppliers. Accounts payable are subtracted from the sales or revenue amounts on a balance sheet in order to calculate net income and net worth.

Account Receivable – Money owed to a company by its customers. A large amount of accounts receivable in comparison to the company's sales may indicate that the company is low on cash.

Accrual Basis Accounting – Accounting system in which income is recorded when it is earned rather than when it is paid, and expenses are recorded when an obligation is established rather than when the money is paid.

Activity Centre - The Activity Center provides access to all activities and includes the same options as the main menu.

Admin – Refers to the administrative user. The Admin user has full access to all aspects of EZ-GL system.

Allocate – To spread the cost of an item systematically among other items; for example, a check written to replenish petty cash can be allocated among several expense accounts.

Archive Database – The place where old data is stored until it is either recalled or purged from the system.

ASCII – Acronym for American Standard Code for information interchange, a 7-bit code that represents the most basic letters of the Roman alphabet, numbers, and other characters used in computing.

B

Balance Sheet – An official financial statement that includes company assets and liabilities. To determine a company's net worth, subtract its liabilities from its assets.

C

Cash basis accounting – Method of accounting that measures revenue when cash is received and measures expenses when they are paid.

Check Box - A small box within a dialog box representing an option you can turn off or on. A check in the box indicates you have selected the option.

Code – A representation of a word or phrase used to provide speed and accuracy while entering data.

Command Center - The main page of EZ-GL, it enables access of all the program's tasks and utilities.

Credit – Backbone of the accounting system; depending on the type of accounting system, it will either increase or decrease the account balance; all credits must equal debits.

D

Database – A set of similar data stored within the computer in an organized manner. A database consists of one or more records.

Debit – Backbone of the accounting system. Depending on the type of accounting system it will either increase or decrease the account balance. All debits must be equal to credits.

Default – The pre-set values established by EZ-GL. Default values may be changed by the user to preferred values.

Drop-Down List - A special kind of field within a screen which, when clicked, displays a number of option from which you can make a choice.

E

Export – Send data from the system to an outside source.

F

Field – In EZ-GL, an area in a panel or screen where you enter database information either by typing in the field box or selecting from the list.

G

General Ledger – The core of your company's financial records, the central "books" of your system through which every transaction flows.

I

Import – Bring data into the system from an outside source.

L

Liabilities – Opposite of asset, any debt or obligation due now or potentially in the future. Liability is synonymous with legal responsibility.

List Box - A dialog box displaying a long or multi-column list of items from which to select.

M

Menu - A list of available commands in an application window. Open the menu by selecting the menu name.

O

Owners Equity – It is the difference between assets and liabilities called as 'Capital'. It is any debt owed to the business owners.

P

Panel – A window in EZ-GL where database information can be viewed, added, modified or deleted. A panel is also sometimes referred to as a screen.

Password – A string of characters unique to each user that enables access to a software application.

Pay Group – Allows you to group employees together under specific pay-related criteria for reporting and processing purposes.

Pay Period – The frequency with which payroll is processed and paychecks are issued.

Payroll - Payroll is one of a series of accounting transactions dealing with the process of paying employees for services rendered, after processing of the various requirements for withholding of money from the employee for payment of withholding payroll taxes, insurance premiums, employee benefits, garnishments, and other deductions.

Process - A process involves one step or a series of steps that lead to the completion of a task.

Q

Quick Launch – Allows user to start a program with a single click.

R

Rule – A control that governs any part of the EZ_GL system. Rules can control how information is processed, what information appears in individual panels or how certain groups of employees are handled in a system.

S

Sage Abra – Payroll Integration application.

Security Group - A security group is a collection of one or more users with the same access rights.

T

Task – A job you can complete in EZ-GL, which can be a process, rule, panel or report. It may have one or more steps and you can complete it immediately or schedule it for someone else or yourself to do it later.

Text Box – The area in a field, you fill in by typing information.

Trial Period - A trial version of software or a product that is valid only for a specific period or time.